



Cygnus Academies Trust

Job Description: Early Years Practitioner

Grade: Level 3
Responsible to: Assistant Head Teacher

Responsible for:

Delivering a safe, fun, and educational experience for children aged 9 months to 3 years. Working as part of a team to provide excellent care and promote learning through play, ensuring the development of each child's emotional, social, and cognitive skills.

Duties:

These duties are expected to be exercised and completed in accordance with the pre-school policy:

- Provide consistent, responsive care to support the attachment needs of very young children, including comfort, reassurance, and secure routines.
- Use rich, responsive communication to support early language development, including naming, describing, singing, and storytelling.
- Undertake personal care tasks including nappy changing and toilet training, ensuring dignity, hygiene, and a positive experience for the child.
- Contribute to the development and setup of a high-quality learning environment as part of a new provision, including the organisation of resources and creation of learning areas.
- Good understanding of developmental stages and typical behaviours in children aged 0–3 years.
- Proactive and adaptable, with the ability to respond to the changing needs of a new early years setting.
- Implement and deliver the EYFS curriculum in accordance with the children's care and/or development, social, emotional, physical and intellectual needs.
- The Key Person will help to create a positive, engaging, and safe environment where children feel secure and confident.
- Observe and assess children's progress, providing informative, accurate and up to date records.
- The Key Person will provide regular feedback to parents and senior staff.
- Create a safe and stimulating environment where children feel secure and encouraged to explore.
- Support the emotional, social, and cognitive development of children, including promoting positive behaviour.
- The Key Person you will build strong, positive relationships with children and their families.
- To liaise and work in partnership with other agencies, both statutory and voluntary where appropriate.
- Ensure that all safeguarding and health and safety policies are followed.
- Maintain a clean and safe environment, ensuring that resources are used effectively.
- Assist with daily routines, including mealtimes and transitions between activities.
- Participate in staff meetings and professional development opportunities.
- To undertake any reasonable duties as directed by Senior Leaders.

Essential Qualifications & Skills:

- Full and relevant qualification, (the DfE's list of approved qualifications available via the GOV.UK Early Years Qualifications List).
- Experience of working in an early years setting.
- A genuine passion for working with children and helping them grow and develop.
- Strong communication and interpersonal skills.
- Ability to work as part of a team and independently.
- A positive, nurturing, and approachable personality.
- Knowledge of child safeguarding procedures.

Desirable:

- Paediatric First Aid qualification.
- Knowledge of technology to support children's learning.
- Experience with children who have additional learning needs.
- Familiarity with the Birth to 5 Matters or Development Matters guidance.
- Experience setting up new early years environments.
- Training in schemas or heuristic play.
- Awareness of the Curiosity Approach or similar child-led pedagogy.

The duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way the Early Years Practitioner is expected and required to perform and complete the particular duties set out above.

Signed _____

Date _____